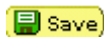


PROCESS FOR MOVING EMPLOYEES FROM ONE ADMINISTRATIVE CODE TO ANOTHER ADMINISTRATIVE CODE WITHIN THE SAME IC

***Note:** This job aid describes the **flow** of these actions between the Administrative/Management and HR Offices. For the steps involved in processing specific types of actions that move employees, e.g., reassignments, promotions, etc., please refer to the NIH EHRP Job Aids for Administrative/Management Staff (<http://nbrss.nih.gov/JobAids.html>).

1. Gaining Administrative / Management Office

1. Create request using **Recruit** workflow
Go to: Home > Develop Workforce>Recruit Workforce (USF) > Use > Request Requisition
2. Complete request as described in the [Movement from One IC/Admin to Another IC/Admin](#) job aid.
3. Route request as appropriate to obtain authorizations and approval
4. Change Work-in-Progress status to "SIG"



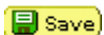
5. Provide HR with the necessary paperwork to process the appropriate personnel action

2. HR Reviewer

1. Access Recruit Request
2. Review and update request as needed
3. Change Work-in-Progress status to "REV"
4. Contact losing Admin Office to have PAR initiated
5. Provide losing Admin Office with the following information:
 - a. Employee Name
 - b. Type of Action (e.g., reassignment, promotion, etc.)
 - c. Proposed Effective Date
 - d. CAN of Gaining Admin Office

3. Losing Administrative / Management Office

1. Initiate appropriate PAR (reassignment, promotion, etc.) using information provided by HR
Go to: Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request
2. Change PAR/WIP status to "IN"





3. Notify HR that PAR has been initiated




PROCESS FOR MOVING EMPLOYEES FROM ONE ADMINISTRATIVE CODE TO ANOTHER ADMINISTRATIVE CODE WITHIN THE SAME IC

4. HR Reviewer

1. Access PAR via menu path
Go to: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Reviewer
2. Using correction mode review and update PAR as needed
3. Change PAR/WIP status to "REV"

4. Forward OPF with paperwork to HR Processor
5. Access Recruit Request (which was sent from the gaining Admin Office to initiate movement of the employee)
6. Change Work-in-Progress status to "PRO"


5. HR Processor

1. Access PAR
2. Review and update PAR as needed
3. Change PAR/WIP status to "PRO"

4. Notify gaining Admin Office that PAR is complete

END